

NAME: Course Scheduling Preference for Veteran Student Act Policy  
ISSUING DEPT: Academic Affairs  
ISSUED DATE: November 2014  
REVISION DATE:  
APPROVING AUTHORITY: President *FH H28*  
Related Policy: PDE Act 46 of 2014

**I. DEFINITION**

To provide course scheduling preference for former military personnel who were discharged or released from such service under conditions other than dishonorable. As a military friendly institution, Mansfield University expands the veteran definition to include active military service members as well as dependents receiving veteran's educational benefits under the GI Bill.

**II. Purpose**

The first priority for the **Course Scheduling Preference for Veteran Student Act** Policy is to offer the opportunity for military personnel to register for future terms during the priority registration period defined in the course registration schedule.

**III. Requirements of Course Scheduling Preference**

a. Veteran students must:

- I. Have served in the United States Armed Forces, including a reserve component and National Guard;
- II. Have been discharged or released from such service under conditions other than dishonorable;
- III. Provide a copy of their DD-214 form, Certificate of Eligibility, Form 2384 (For Reservists); and
- IV. Be enrolled in Mansfield University.

b. Active duty service member students must:

- I. Be currently serving in the United States Armed Forces, including a reserve component and National Guard;
- II. Provide a copy of their service member ID card; and
- III. Be enrolled in Mansfield University.

c. Eligible dependents of current and former military service members must:

- I. Be receiving and provide documentation of veteran's educational benefits under the GI Bill; and
- II. Be enrolled in Mansfield University.

#### **IV. Processing**

- a. Contact person:  
Veteran Certifying Official  
Student Registration and Financial Services  
224 South Hall
- b. Priority registration is the first seven calendar days of the registration period. The schedule is available online at <http://esd.mansfield.edu/registration-information>. Select the Registration Schedule and Instructions link located under the appropriate term.

#### **V. Distribution**

- a. MU Policies/Procedures Directory will be distributed through the web and maintained by the staff of the designated offices. The Finance & Administration Office will update the information on their web content area and will email the web master with the updated link to be added to the MU Policy/Procedure Directory.
- b. "Act 46 of 2014 requires public institutions of higher education in Pennsylvania to provide veteran students, as defined in the Act, with preference in course scheduling. Non-compliance may be reported to the Pennsylvania Department of Education by submitting the Higher Education Student Complaint form found at [www.education.state.pa.us](http://www.education.state.pa.us)."